



Year End 1099 Reporting Seminar

This seminar provides essential information for those who prepare and those who supervise preparation of Forms 1099 for payments made through COFRS. We will discuss: federal tax laws; penalties; critical dates; statewide policies; the COFRS 1099 Reporting sub-system; end of year procedures; coding payments correctly so they are picked up for reporting; identifying reportable vendors; the importance of entering records correctly on the COFRS VEND table; and manually correcting vendor income amounts. Joyce Miller of the State Controller's Office presents the seminar.

Date & Time: Monday, Dec. 3, 2007 - Registration 1:00-1:15 p.m., Training 1:15-4:30 p.m.

Address: 633 17th Street, Floor 2, Denver CO 80202 (Downtown Denver between 17th and 18th Street on California Street.) Use the elevator towards the back of the lobby, between the Front Desk and Starbucks.

The 18th & California Light Rail coming from the south stops right at our door!

1099 Reports Review Workshops

These are "hands-on" workshops. You bring your agency's 1099 reports and we will go through the 1099 reports review process step-by-step. Most of your year-end reports review will be completed when you leave the session! Choose the session you wish to attend:

Dates & Times: Wednesday morning, December 5, 2007, 9:30 – 11:30 A.M.

Thursday afternoon, December 6, 2007, 1:30 – 3:30 P.M.

Friday afternoon, December 7, 2007, 1:30 – 3:30 P.M.

Place: State Controller's Office, 15th floor, Conf Room 15A

Address: 633 17th Street, 15th floor, Denver, CO 80202

Materials to bring:

- T9902Y and T9902N & T9903R Reports – 10/24/07 version on Document Direct
- Felt Tipped Highlighter
- Small "Sticky Notes"
- Pen or pencil and pad to take notes
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To register for the Statewide 1099 Seminar and a Reports Workshop call Joyce Miller at 303 866-3816 or Email: joyce.miller@state.co.us [Email preferred]

Please provide your name & agency, phone number & email address, number of attendees, and date(s) of the training and/or workshop that you wish to attend.